

### 3. PROCEDURE

3.1. Nominations are made to acknowledge the actions, in the previous year, of a person or group who has positively affected the board, committee, commission, or department that make the nomination, or a positive contribution to the Town as a whole.

3.2. Each Town of La Pointe board, committee, commission, and department, with the exception of the Community Awards Committee, is designated as a Nominator for the Community Awards Program. Departments and their companion boards, committees, or commissions are considered as separate Nominators. Each Nominator may make only one nomination per category per year.

3.3. Nominators will decide on the nomination they wish to forward to the Committee by motion as normal business at their posted meetings. Department heads will consult with their staff to decide on nominations to forward to the Committee. Nominators are encouraged to solicit suggestions from the public.

3.4. A person or group may be nominated in multiple years.

3.5. A narrative describing the event, actions, work, or efforts of the nominee must accompany nominations sent to the Awards Committee. The Committee may ask for additional information from the Nominator.

3.6. Nominations are due at the Community Awards Committee no later than April 1 of the calendar year following the action to be recognized. The Committee will meet and review the nominations and make recommendations to the Town Board no later than May 31. The Town Board will review and act on the recommendations.

3.7. The Committee may ask for additional information from the Nominator.

3.8. There is no requirement to recommend for any awards in any given year.

3.9. The Awards Committee will recommend to the Town Board the form of the awards and the venue for presentation.

3.10. A Nominator who is serving on the Committee need not excuse themselves from discussing or voting on a nomination that they bring to the Committee.